



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: April 25, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement April 27, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, May 10, 2016**. Applicants will not be accepted after that time and date.

NOTE: Applications will be accepted from qualified permanent DOT employees only. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

TM IV

Office Services Manager
Region 1/District 1/Programming
Highways
Schaumburg

Attachments
40950

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134)) or emailed to DOT.CO.BPM.EmploymentApplications@illinois.gov by **Tuesday, May 10, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Applications will be accepted from qualified permanent DOT employees only. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Manager IV	Salary Range:	\$5,015 - \$9,155
Position Title:	Office Services Manager	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW414-23-51-800-10-01	IPR#:	40950

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region One/District One/Bureau of Programming/201 W. Center Ct., Schaumburg, IL

Description Of Duties:

This position is accountable for providing a range of administrative support services for the Bureau of Programming. The incumbent develops and implements systems to fulfill the bureau administrative responsibilities; coordinates the delivery of administrative support services; and manages the fiscal relationships between the bureau and the providers of consulting services critical to operations.

Special Qualifications:

The following criteria is desired:

- Knowledge, skill and mental development equivalent to completion of four years of college preferably with major courses in business or public administration
- Five years' experience in business or public administration, or equivalent combination of experience and training
- Ability plan, organize and execute administrative or technical program requirements
- Strong oral and written communication skills

Shift/Remarks:

8:00 am - 4:15 pm / Monday - Friday (45 minute lunch)

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	1/15/2016	POSITION:	Office Services Manager
APPROVED BY:	<u>Peter Harmet</u>	OFFICE/DIVISION:	Highways/District One/Programming
CODE:	PW414-23-51-800-10-01	REPORTS TO:	Bureau Chief of Programming

Position Purpose

This position is accountable for providing a range of administrative support services for the Bureau of Programming. The incumbent develops and implements systems to fulfill the Bureau's administrative responsibilities; coordinates the delivery of administrative support services; and manages the fiscal relationships between the Bureau and the providers of consulting services critical to Bureau operations.

Dimensions

Direct:	2
Indirect:	1-4
Annual Bureau Operating Budget:	\$60,000 - \$90,000

Nature and Scope

This position reports to the Bureau Chief of Programming as do the Section Chiefs of Project and Environmental Studies, Hydraulics, Program Development, and the Transportation Data Bank Manager, and an Executive Secretary. Reporting to this position is Two Office Occupation Trainees and Summer/Fall/Winter Temporary employees.

This position provides or obtains various administrative support services for the Bureau, including continuous and effective clerical and administrative staff support, timely accomplishment of general administrative tasks and budget preparation; expenditure monitoring and control. This position is also responsible for financial review and monitoring for all consultant-related invoices for the Bureau, preparing consultant invoices for payment and sending out payment notification letters, maintaining consultant invoice payment spreadsheets for all active projects, as well as preparing, reconciling, and complying with audit results for closed out consultant projects, coordinating the review of contracts for potential de-obligation and working with Central Office to re-authorize other contracts as necessary.

The incumbent monitors and maintains the vehicle fleet inventory and accountability, submitting usage and cost reporting records and reports in compliance with Department regulations, including entering all gas usage costs and repair costs into the MMI (Maintenance Management Information) system, the coordination of vehicle repairs, routine maintenance, towing needs, vehicle assignment changes, and vehicle replacements and removals from the fleet. The incumbent is responsible for reconciling and maintaining Bureau equipment/furniture inventory including, Survey Unit equipment, and preparing and reconciling an annual report for the Administrative Services personnel. This position also coordinates with the Records Management Committee and oversees the proper retainage and/or disposal of all Bureau records.

The incumbent is also responsible for review, approval, and processing of requests for equipment, supplies and services, including repair and maintenance services to Bureau office equipment and furniture, IT and phone equipment and contacting vendors in order to secure these requests.

Typical problems encountered by this position include: maintaining continuity and timeliness in consultant invoice processing, a goal requiring the coordination and monitoring of a complex sequence of procedures involving the consultant, project engineer, and Financial Services personnel. The greatest challenge to the incumbent in this position lies in satisfying the requirements for accuracy, detail and thoroughness involved in its fiscal functions while also providing the direction and coordination necessary for the delivery of effective support services.

The incumbent prepares the Bureau's annual budget, exercises control of budget expenditures by maintaining effective expenditure reporting and monitoring systems; provides complete documentation of budget status, submittals and purchases and ensures that funds are allocated appropriately to meet the operational expenses of the Bureau while ensuring that the Bureau stays within the approved allotments during the fiscal year.

This position is also responsible for coordinating with the IT department and the Personnel office in tracking the current number of consultant firms and their staff of approximately 20-40 outside individuals, and making sure necessary staff know of any changes in consultant staffing measures, also maintains a monthly consultant status report. The incumbent is also responsible for coordinating with the IT department in providing Bureau employees and consultants with computer access, programs, and software needs.

The incumbent coordinates employee participation in available technical and professional development courses; develops or identifies training programs to enhance the productivity of administrative, technical and clerical staff. Ensures that all correspondence leaving the Bureau of Programming complies with the IDOT Correspondence Specifications Standards and is error-free.

The incumbent must establish and maintain continuous and effective working relationships with the Section Chiefs and their clerical support personnel and with all Sections of the District's Bureau of Administrative Services in order to provide adequate support services and manage the Bureau's financial matters.

The effectiveness of this position is measured by the extent to which the Bureau lives within its approved budget; the timeliness and accuracy characterizing the consultant invoice process, and the quality and continuity of the Bureau's administrative support services.

Principal Accountabilities

1. Develops, implements systems and procedures, and provides assistance to ensure the continuous delivery of effective administrative support services for the engineering, consultant and clerical staff.
2. Ensures timely preparation and submittal of Bureau budgetary proposals that are in accordance with Departmental and State guidelines, are thoroughly documented, and reflect priorities set by the Bureau Chief.
3. Ensures effective control and reporting of budgetary expenditures to ensure that the Bureau operates within approved budget limits.
4. Ensures timely review and processing of consultant invoices and promptly resolves any discrepancies in consultant payments that appear in Departmental Audit Reports.
5. Ensures that Bureau staff assignments of permanent, temporary, and D.A.T.E. personnel are assigned in order to avoid delays in achieving program deadlines.
6. Coordinates and provides administrative support for technical and professional development training programs for Bureau personnel.
7. Provides assistance and ensures timely execution of the Bureau's various personnel related functions and responsibilities. Performs other duties as required.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.